

CAMBRIDGE ARTS COUNCIL

GRANT PROGRAM

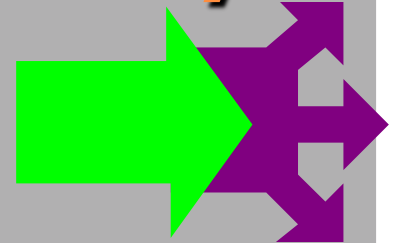
Major Program Goals & Objectives

- Provide Thorough Training in Grant Preparation
- Fund High Quality Artistic Projects
- Position the Arts as a Catalyst to Stimulate and Engage Community Interaction

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What happens when I submit my application?



- Time Frame: **October 15-January 15**
 - Submission, Review, and Processing
- Applications organized according to **Category & Discipline**
- Panel members assigned & begin reviews
- Applications presented during panel meeting
- Panelists discuss projects and submit numerical score
- Cambridge Arts Council Board approves recommendations
- CAC Grant Program results submitted to MCC
- Unsuccessful applicants notified by mid-December
- Successful applicants notified in January

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Field Trip Grants

Subsidized tickets for Cambridge youth to attend professional cultural events in the Cambridge and Greater Boston area

Things to consider:

- School administrators, parent organizations (PTA/PTOs), community school programs, neighborhood centers, social services, youth organizations, individual artists and presenting organizations are all eligible to apply
- Performances **may not** take place **in school during normal school hours**. However, performances **may** take place in a school if it is after school hours and is open to the public
- Admissions must cost \$12.00 or less per ticket
- Funding is available for tickets only. Additional funds for transportation to and from the event can be applied for through the MCC's Big Yellow School Bus Program. More information about this program can be found on their website: massculturalcouncil.org/programs/bigyellow.asp

Review Criteria:

- | | |
|---|-----|
| • Financial need of the participants | 50% |
| • Relevance of the field trip to the participants | 50% |

Field trip applications involving Cambridge Public School students must be coordinated through Elaine Koury.

Contact: 617-349-6788 or ekoury@cpsd.us

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Creating & Presenting

- Projects that involve the **creation/development** and **presentation** of art in all disciplines such as dance, film/video, folk and traditional arts, literature, music, multidisciplinary arts, theater, new media, visual arts, etc.
- Projects must involve a **public presentation in Cambridge** (e.g. performance, exhibition, publication, screening, reading, symposium, festival, workshop, or demonstration)
- Projects can include, but are not limited to:
 - Production and presentation of a performance works, such as dance, theater, film, video, music, or literary piece presented in public, at a school, library, or performance space
 - Planning and/or creation of public art
 - Creation of an exhibition on a particular theme or body of work
 - Planning and implementation of a festival, open studios event, concert series, etc.



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Creating & Presenting

7 Major Review Criteria:

✓ Artistic merit	35%
✓ Clarity and feasibility of budget, timeline, and evaluation plans	20%
✓ Community support and significance of project to the community	15%
✓ Qualifications of key personnel	10%
✓ Financial need	10%
✓ Potential to involve culturally and economically diverse population	5%
✓ Transformative effect	5%

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Education & Access

- Projects that intend to promote an **in-depth understanding of** and **participation in** the arts among Cambridge communities
- Projects that **increase the quality and level of participation** of populations with limited access to the arts
- Projects that bring art into **non-traditional, community settings** are especially encouraged
- Projects may include, but are not limited to:
 - Workshops, classes, or demonstrations
 - Artist/Performer residencies
 - Planning and creation of public art projects
 - Planning and implementation of a festival, open studios event, or concert series



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Education & Access

7 Major Review Criteria:

- | | |
|--|-----|
| ✓ Quality and creativity of the project design | 30% |
| ✓ Qualifications of key personnel | 20% |
| ✓ Clarity and feasibility of budget, timeline, publicity, and evaluation plans | 15% |
| ✓ Community support and significance of project to the community | 15% |
| ✓ Financial need | 10% |
| ✓ Potential to involve a culturally and economically diverse population | 5% |
| ✓ Transformative effect | 5% |

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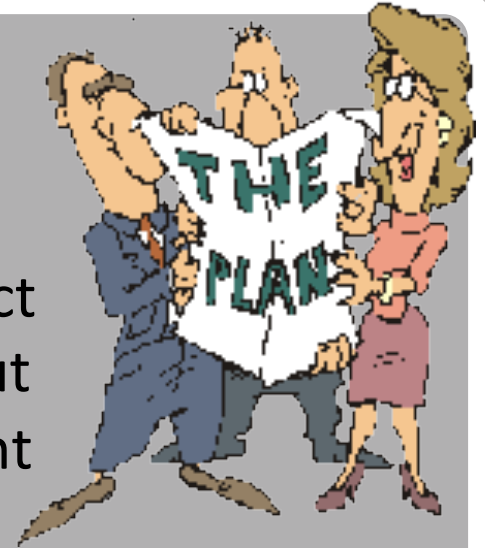
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Narrative & Timeline

➤ Provide an in-depth description of your project and a detailed timeline for how you will carry out your project in a two-page (maximum) document

➤ Include planning and follow-up activities, project events and activities, marketing and promotion plans, and evaluation processes

➤ Remember to address all review criteria according to the grant category to which you are applying



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Breakout Budget

MATCHING FUNDS

General expenses for *CREATING & PRESENTING* and *EDUCATION & ACCESS* projects are no longer required to demonstrate matching funds, though support from other sources is strongly recommended and encouraged.

Matching funds can be defined as any other resources supporting the project, including: revenue, monetary donations, other grants, and in-kind contributions.

CAPITAL EXPENDITURES

Capital expenses are defined as items that have a life expectancy of more than three years and a monetary value of more than \$500. These expenses are eligible for funding, but must be matched by 2 to 1 support from another source(s). The CAC grant can not exceed 33% of the total cost of these expenditures.

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Breakout Budget Continued...

EXPENSES

List the cash expenses for your project, breaking them down into the most appropriate categories, as detailed as possible, making sure to explain expenses where needed.

Examples of expenses include: marketing costs, venue rental fees, artist fees, etc.

Note: Grant Program funds **cannot** be utilized for the purchase of food or refreshments.

INCOME

List any monetary income, contributions, or revenue for your project under the appropriate funding source.

Examples of income include: ticket sales, monetary donations, grants, etc.

Under ***In-Kind Donations***, list all goods and/or services that will be **donated** to your project.

Examples of in-kind donations include: free performance or rehearsal space, donated art supplies, volunteer labor, pro-bono consulting, etc.

Note: Monetary estimates for in-kind contributions are not included in the budget form calculations but should be included in the breakout budget.

TOTAL EXPENSES MUST EQUAL TOTAL INCOME



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Supplementary Materials

Artistic Support Materials

Items that demonstrate the project's artistic merit, such as audio files, pictures, DVDs, CDs, excerpts from scripts, novels, other literary works, etc.

Resumes and CVs of Key Personnel

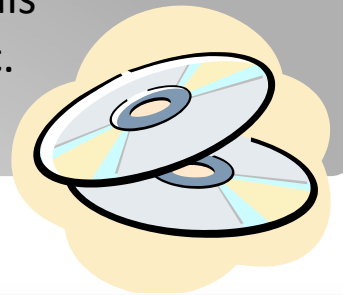
These items demonstrate the qualifications of the individuals executing the project.

Letters of Support

Applicants are required to show support of the project from all partnering organizations and individuals through brief letters of support indicating their intent and involvement.

Optional Printed Materials

Items that demonstrate the organization's or individual's overall goals and programming, such as newsletters, brochures, annual reports, etc.



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School Based Projects

Projects **taking place in** the Cambridge Public Schools **and/or involving** Cambridge Public School Students must coordinate with specific teachers within the schools and provide a letter of support from that teacher **as well as** a letter of support from Dr. Elaine Koury, Director of Visual and Performing Arts for the Cambridge Public School Department.

Please see handout for details.

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NEW PROJECT & FIELD TRIP APPLICATIONS

- Both forms have new functionality built in, such as automatic calculations and links to definitions and examples. Any text in blue will link to a definition or explanation when you click on it. Applicants should use a computer to complete the form in order to take advantage of these new features.
- Both forms can be saved as works in progress and finished documents, simply choose 'Save As' from the 'File' menu and change the name of the document to save your work.
- Both forms include a list of eligibility requirements on the first page. If applicants cannot affirm all of the requirements, they should not complete the rest of the application.
- The budget section of the Standard Grant Application has changed significantly - in-kind donations and matching funds are no longer considered in budget calculations.
- The Standard Grant Application includes a page of supplemental questions required for capital expenditure and scholarship requests. Applicants who are not requesting funds for capital expenditures or scholarships do not need to complete or submit this page.

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